Board of Commissioners Meeting Memorandum

Date: August 31, 2006

From: Rebecca Carter, Director of Regulatory Compliance

Subject: INTERNATIONAL BUSINESS COLLEGE - INDIANAPOLIS

ASSOCIATE OF APPLIED SCIENCE DEGREE IN

DENTAL ASSISTING

Staff Recommendation

The commission staff recommends that International Business College - Indianapolis be granted the authority to award the Associate of Applied Science degree in the following program with the stipulation that the Instructor Qualification Forms and supportive documentation be submitted for the faculty members who will be teaching the Dental courses prior to this program's start date:

AAS – Dental Assisting

Background Information

International Business College is nationally accredited by the Association of Independent Colleges and Schools.

This program includes 69 semester-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4

Supportive Documentation

- 1. Degree Applications
- 2. Instructor Qualification Record Forms



A BRADFORD SCHOOL

June 13, 2006

Ms. Rebecca Carter Director of Regulatory Compliance Commission on Proprietary Education 302 West Washington, Room E201 Indianapolis, IN 46204

Dear Rebecca:

Enclosed is our application for our new associate degree, Dental Assisting. We plan to start this program in September 2007 but would like to begin selling it as soon as possible.

We would appreciate your submitting this application for review by your commission at your earliest opportunity. Please call me if you need further information.

Sincerely,

Scharme Smith Director of Education

Encs.

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	International Business College Indianapolis					
Name of Program		Dental Assisting Associate Degree				
Level of Degree (AAS	of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS					
Name of Person Preparing this Form Scharme Smith, Director of Education				Education		
Telephone Number		317-813-2301	Applicat	ion Type		
Date the Form was P	repared	6-14-06	New	Renewal		

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the program is for the graduate to be prepared to bring diversified skills to an entry-level position as a Dental Assistant that will increase the effectiveness and efficiency of a dental office. The graduate will assist in four-handed dentistry, preparation of dental materials, taking radiographs, understanding of patient psychology, and counseling patients on oral hygiene, nutrition, and preventative techniques. Specific procedural competencies will involve rubber dams, matrix bands and wedges, Class I-V composites and amalgams, buccal pit and complex amalgams, sealants, and temporary crowns. The graduate also will have reviewed routine office functions such as receiving telephone calls, scheduling appointments, completing medical and dental histories, preparing insurance forms and monthly statements, and greeting patients. Upon meeting graduation requirements, the graduate will receive an associate of applied science degree.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Dental Assisting A	Associate Degree			
TOTAL COURS	E HOURS:	69	Check one:	Quarter I	Hours	
				Semeste	r Hours	\boxtimes
				Clock Ho	ours	
LENGTH OF PR	ROGRAM:	16 months	TUITION:	-		
SPECIALTY CO	OURSES:					
Course	Course				Course	
Number Number	<u>Title</u>				<u>Hours</u>	
DA101	Dental An	atomy			2	
DA102	Dental He	alth Sciences and N	lutrition		2	
DA103	Principles	of Practice Manage	ment		2	
DA104	Biomedica	al Science			2	
DA111	Chairside	Assisting I			1	
DA112	Chairside	Assisting II			3	
DA113	Chairside	Assisting III			3	
DA114	Chairside	Assisting IV			3	
DA121	Dental Ra	diology			3	
DA122	Dental Ma	terials I			2	
DA123	Dental Ma	terials II			2	
DA131	Dental Ass	sisting Extramural			6	
DA201	CDA Revi	ew			2	
DA211	Expanded	Function Dental As	sisting I		3	
DA213	Expanded	Function Dental As	sisting II		2	
DA215	Expanded	Function Dental As	sisting III		1	
DA231	Expanded	Function Dental As	sisting Extramural		6	
EN101	Business	Communications I			2	
EN102	Business	Communications II			2	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
GENERAL EDU	CATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS205	Sociology	4
	· ,	
	it/Clock Hrs. in Specialty: 53 / 69 Percentalit/Clock Hrs. in General Courses: 16 / 69 Percentalit/Clock Hrs. in General Courses: 16 / 69	
If applicable: Number of Credi	it/Clock Hrs. in Liberal Arts: / Percenta	age:

III.	LIBRARY:	Please provide information pertaining to the library located in your
ins	titution.	

1.	Location of library; Hours of student access; Part-time, full-time librarian/staff:
	The International Business College library is located in the eastern corridor of the
	building. It is open from 7:30 a.m. to 5 p.m. A part-time librarian and an assistant are
	available to assist students.

2. Number of volumes of professional material:

At present there are 2,699 volumes on a count available in the library.

3. Number of professional periodicals subscribed to:

At present we subscribe to 66 periodicals.

4. Other library facilities in close geographical proximity for student access:

The Lawrence Public Library is located one mile from International Business College.

Internet access is available for research at International's library and at the Lawrence
Public Library.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

** Include all required documentation pertaining to the qualifications of each instructor.								
Total # of Faculty in the Program:	6	Full-time:	2	Part-time:	4			

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Holly Bales	BA, MLS		21	4	Х	
Lisa Brittain	BS,MS		1	2		х
Paula Coffer	MBA, PHD		2	1	Х	
Savage, Steve	BA,MA		5	19		х
Spector, Jen	BS,JD		1	1		х
Wilhelmus, David	BS,SLS,JD		6	10		Х
We have not yet hired						
the dental assisting						
instructors. In choosing						
candidates, we will						
adhere to the						
requirements of the						
American Dental Assn.						
We will provide						
instructors' qualification						
records when they are						
hired.						

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAWE:	Bales		Hollace		C.	
	(Last)		(First)		(Middle)	
NAME OF I	NSTITUTIO	DN: Internati	onal Business College			
		Names	of Courses Taught:			
Business Co	ommunicati	ons, Keyboarding,	Word Processing, Office	e Proce	edures, Writte	n
Communica	itions, Word	d Processing, Basic	: Web Page Developme	nt, Elec	ctronic Sprea	dsheets,
Data Analys	sis, Electron	nic Office Systems,	Research and Report V	Vriting,	Professional	
Developme	nt					
Course of			Avec on Subject		Period of A	ttendance
Source of Training/Ed	ducation	Location	Area or Subject Training/Educa		From:	To:

			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Clark College	Indianapolis, IN	Instructor	1983	1985
International Bus. College	Indianapolis, IN	Instructor	1985	Present

BA English Education

Master Library Science

1964

1998

1968

2000

Michigan State Univ.

IUPUI

E. Lansing, IL

Indianapolis, IN

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Lisa

NAME:

Indpls. Public Schools

International Bus. College

Indianapolis, IN

Indianapolis, IN

Brittain

(Last)		(First) (Middle)		
NAME OF INSTITUTION	N: Internation	onal Business College		
	Names o	f Courses Taught:		
Keyboarding, Psycholo	gy, Human Relation	ns in the Workplace, Profession	onal Developi	ment
2		Anna an Outlinet of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
Univ. Alaska at Anchorage	Anchorage, AK	AA. General Studies	1988	1989
S. Illinois University	Carbondale, IL	B.S. Workforce Education	1997	2001
Martin University	Indianapolis, IN	M.S. Community Psychology	2001	2003
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
American Airlines	Lawton, OK	Customer Svc. Rep.	1993	1997
American Express Travel	Princeton, NJ	Sales Trainer	1997	2001

Substitute

Instructor

2004

2005

2005

Present

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

NAME:

Suffield University

Coffer

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Paula

Jean

2005

2005

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Internatio	nal Business College		
	Names o	f Courses Taught:		
Professional Developn		Public Speaking, Electronic S	preadsheets,	Electronic
Office Systems, Word				
	Treesesting, Superior			
	_			
		1		
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
New Mexico State University	Las Cruces, NM	BBA Managerial Accounting	1975	1977
Ball State University	Muncie, IN	MBA Business Administration	1984	1985

Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	То:
US Army	Ft. Harrison, IN	Dir. Military Pay Office	1970	1994
Indiana University	Bloomington, IN	Financial Analyst	1998	2000
National Credit Union Administration	Alexandria, VA	Federal Examiner	2000	2002
ATA Airlines	Indianapolis, IN	Financial Analyst	2002	2004

Twin Falls, ID

PhD Business

Administration

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Steven

NAME:

Savage

International Bus. College

Indianapolis, IN

(Last)		(First) International Business College		(Middle)	
NAME OF INSTITUTION	ON: Internation				
	Names of	Courses Taught:			
Human Relations, Sup		unications, Business Organ	ization. Busine	ess Law	
			,		
_			Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Univ. Tennessee	Chattanooga, TN	B.S. Biology	1972	1975	
Ball State University	Muncie, IN	M.S. Adult Education	1995	1997	
		N.	Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	То:	
Lincoln Technical Institute	Indianapolis, IN	Instructor	1978	1982	
Lincoln Technical Institute	W. Des Moines, IA	Instructor	1986	1990	
Lincoln Technical Institute	Indianapolis, IN	Instructor	1990	Present	

Instructor

2001

Present

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Spector		Jen	
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	International Business College	
		Names of Courses Taught:	
Business C	Communications, O	ral Communications, Written Communic	ations, Business Law,
Public Spea	aking, Professiona	Development, Human Relations in the	Workplace, Business
Organizatio	on		
	T		T
Source of		Area or Subject of	Period of Attendance

Indiana University	Indianapolis, IN	J.D. Law	1994	1997
			Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Marion County Probation	Indianapolis, IN	Probation Officer	1993	1994
Marion Co. Drug Treatment Court	Indianapolis, IN	Attorney	1999	2000
Health and Hospital Corporation	Indianapolis, IN	Attorney	2000	2004
International Bus. College	Indianapolis, IN	Instructor	2005	Present

Training/Education

BS Organizational

Communications

From:

1989

To:

1993

Training/Education

Xavier University

Location

Cincinnati, OH

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

David

W.

1992

2000

1999

Present

NAME:

Martin University

International Bus. College

Indianapolis, IN

Indianapolis, IN

Wilhelmus

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Internatio	nal Business College			
	Names o	f Courses Taught:			
Psychology, Business	Law, Business Orga	nization			
_					
			Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:	
Univ. Evansville	Evansville, IN	B.S. Criminal Justice	1970	1973	
Westen Michigan Univ.	Kalamazoo, MI	Rehabilitation	1975	1977	
Indiana University	Indianapolis, IN	Law J.D.	1977	1980	
Indiana University	Bloomington, IN	Library Science MLS, SLS	1990	1999	
			Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Attorney at Law	Indianapolis, IN	Lawyer	1980	1989	
Ivy Tech State College	Indianapolis, IN	Instructor	1989	1992	

Instructor

Instructor

